

## Managing Media in iTunes

*iTunes is a database that allows you to sort, organize, and recall media files based on the tags or information related to them. This is a quick reference to getting started with using iTunes to manage your audio files.*

### Library

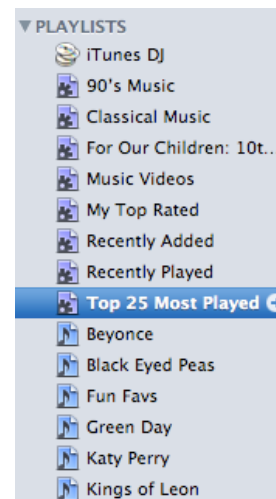
This is the main directory for all of your files. It's organized by media type (music, movies, TV, podcasts, radio) and it contains ALL files that have been purchased or imported to iTunes.



LIBRARY	Name	Time	Artist	Album	Genre	Kind
<input checked="" type="checkbox"/>	Use Somebody	3:51	Kings of Leon	Only By the Night	Alternative	Purchased AA...
<input checked="" type="checkbox"/>	Manhattan	3:24	Kings of Leon	Only By the Night	Alternative	Purchased AA...
<input checked="" type="checkbox"/>	Revelry	3:22	Kings of Leon	Only By the Night	Alternative	Purchased AA...
<input checked="" type="checkbox"/>	17	3:05	Kings of Leon	Only By the Night	Alternative	Purchased AA...
<input checked="" type="checkbox"/>	Notion	3:01	Kings of Leon	Only By the Night	Alternative	Purchased AA...
<input checked="" type="checkbox"/>	I Want You	5:07	Kings of Leon	Only By the Night	Alternative	Purchased AA...
<input checked="" type="checkbox"/>	Be Somebody	3:47	Kings of Leon	Only By the Night	Alternative	Purchased AA...

### Playlists

Playlists group your media files. These are flexible lists that help to organize and sort your media into groups that you choose. When a song or file has been added to a playlist, it is not removed from the library but just copied to the playlist for you to easily access.

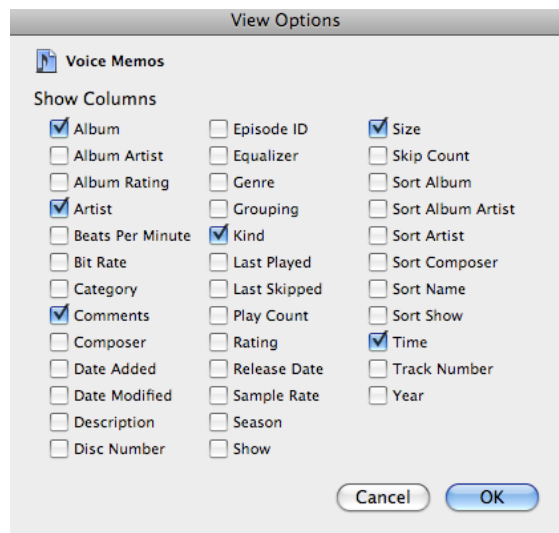


Some playlists are built in for you like "recently added" or "top 25 most played". You can create any playlist by choosing the plus sign in the bottom left hand corner of the window. It will create a blank playlist for you to name and add music to.

### Setting the columns of your "Voice Memo" playlist

You can customize your playlist view to manage your files. To do this choose the voice memos playlist and go to the "View" menu and choose "view options". You

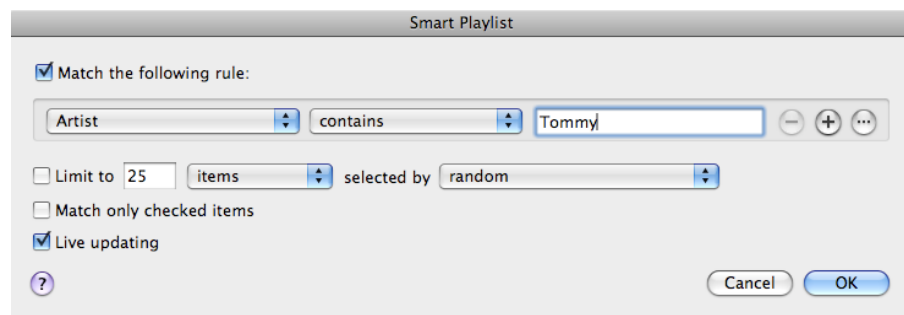
can check the columns you want to view in the playlist. I suggest selecting the same check boxes as seen below.



To add information to these fields you click into the column and type in the tags. This will make life easier for you when you are ready to create playlists for students or project work.

### Creating Smart Playlists

When you have files tagged with important information you can create smart playlists that automatically update and sort your files to match certain criteria. If I want all of my files that have the artist name "Tommy" I can create a playlist that pulls all files matching that rule. Go to "File" and "New Smart Playlist". I enter the information for the rule(s) I want applied and then Ok. This will create a smart playlist. I can edit the smart playlist to change the criteria to match my needs. These playlists will update every time you add new voice memos or songs with the matching information.



## Converting your wav file voice memo to mp3

Voice memos are imported into iTunes as a wav file. These are usually pretty large. When you are burning a CD you don't have to worry about converting the wav file to a smaller format but if you want to share on the web or send via email you will need to convert to mp3. *Rule of thumb: Email attachments should not be larger than 10 MB so consider this when sending a voice memo.*

First make sure your settings are correct in the preferences of iTunes.

1. Go to "iTunes" and "Preferences"
2. Under the "General" tab look for the button "import settings"
3. Choose Import using "MP3 Encoder"
4. Choose "OK" from the import settings menu and "OK" from the general preferences window.



Once you've set these preferences (only one time) you will be able to select a file, go the menu "Advanced" and select "create mp3 version". This will place a copy of the song/memo in an mp3 format into your music library. If you have a smart playlist set up, it will move automatically to the playlist.

## Attaching an mp3 to an email

You can attach the mp3 to an email the same way you attach any file. You will search for your files under "music" or "iTunes" library depending on the email application you are using. If you're not sure which file is the mp3 version you can always use the keystroke "command I" to get information about the file. This will tell you the type.